



U.S. Department of Justice
Drug Enforcement Administration
Digital Evidence Laboratory (SFL9)

Case Examination Worksheet

Case Number: _____ Submitting Office: _____
Case Agent: _____ Agent Phone #: _____

Case Management Plan

	1	2	3	4	5	6	7	8	9	10
Tasks	Exhibit # →									
Case Folder	Initials									
• Organized case file										
• Reviewed case related documentation										
• Coordinated with case agent (obtained scope, keywords, and priorities)										
• Completed case work sheets										
• Documented examination (case notes)										
• Prepared DEA-6 Report of Examination										
Evidence Handling										
• Inspected seals upon receipt										
• Reviewed DEA-12 / verified return										
• Verified / documented exhibits / sub-exhibits										
• Recorded laboratory number										
• Marked items with examiner markings										
• Prepared "return" DEA-12										
• Returned original evidence to vault										
• Sealed duplicate evidence (archive copy)										
• Returned duplicate evidence to archive										
Imaging										
• Prepared storage media										
• Prepared forensic platform										
• Performed control prior to imaging										
• Annotated instrument log book										
• Utilized write-blocking										
• Obtained acquisition/verification report (hash report)										
• Created duplicate copy of images (archive copy)										
• Restored/verified archive & produced report (hash report)										
Examination										
• Reviewed case related documentation										
• Prepared forensic platform										
• Performed control prior to examination										
• Identified software used										

Placed in Case Folder By: _____ Date: _____